

# MONTANA CHEMICAL DEPENDENCY CENTER

## POLICY AND PROCEDURE MANUAL

<b>Policy Subject:</b> Patient Room Search	<b>Related Policies:</b>
<b>Policy Number:</b> STP 19	<b>Standards/Statutes:</b> ARM 37.27.121
<b>Effective Date:</b> October 23, 2003	<b>Page</b> 1 <b>of</b> 2

**PURPOSE:** To identify unauthorized items and to provide staff with guidelines for conducting searches of patient rooms in order to provide a safe living and therapeutic treatment environment.

**POLICY:** Montana Chemical Dependency Center recognizes that patients have the right to privacy, dignity and to be free from unreasonable searches. Patients, staff and visitors also have the right to a safe and therapeutic treatment environment. In order to provide a safe living and therapeutic treatment environment, periodical random room searches are necessary. While conducting room searches staff will look for unauthorized items as well as inspecting the condition of the room and its contents for unsafe conditions. When conducting a search, it will be carried out in a professional and courteous manner recognizing the intrusion to personal privacy that occurs.

### PROCEDURE:

- I. The Safety Officer and Supervisor(s) will conduct searches.
- II. Drawing room numbers out of a container will determine room selection.
- III. The room's occupant(s) shall be present during room search and be informed of the purpose of search.
- IV. A systematic inspection will be made of the room and its contents.
- V. Staff will do a thorough search of the room by physically and visually inspecting all components of the room. Staff shall wear gloves when performing inspection.
- VI. Patients will be asked to empty the contents of drawers and closets on to their bed for inspection.
- VII. Night shift staff will conduct searches of unoccupied patient rooms and common areas on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors, including but not limited to; group rooms, stairwells, bathrooms, showers, hallways, pantry's, alumni room, auditorium, cafeteria, janitor closets.
- VIII. Document the finding of any unauthorized items in the logbook and notify Supervisor. Follow Policy and Procedure #CTP14 Belonging Search and Safekeeping of Unauthorized Items for items other than illegal drugs/paraphernalia and weapons.
- IX. Documentation of searches will be entered into the Electronic Room Search File. Documentation entered into Room Search File will include, but not be limited to:
  - A. Date, time and location of search
  - B. Result of search
  - C. Corrective actions

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